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**Alabama Department of Corrections**

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ADMINISTRATIVE REGULATION  
NUMBER 323

OPR: OPERATIONS

**LAUNDRY SERVICES**

**I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures that ensure all inmates have access to laundry services.

**II. POLICY**

All institutions shall afford inmates access to laundry services for the laundering of their clothing and linens.

**III. DEFINITION(S) AND ACRONYM(S)**

- A. Centralized laundry: Facility providing laundry services for multiple institutions.
- B. Satellite laundry: An area within the institution, other than the centralized laundry, providing laundry services for the institution in which it is located.

**IV. RESPONSIBILITIES**

Wardens are responsible for developing their Standard Operating Procedures (SOPs), as necessary for the implementation of AR 323, Laundry Services.

**V. PROCEDURES**

- A. All inmates have access to laundry services or equipment which shall ensure that they can:
  - 1. Dress in clean outer clothing at least three times each week.
  - 2. Dress in clean underwear daily.
  - 3. Wash or exchange bed linens, towels, and wash clothes weekly.



- B. Any institution not having a centralized laundry shall provide a means by which inmates may wash and dry their clothes. The Warden shall promulgate rules to govern orderly use of laundry equipment. Institutions participating in a centralized laundry are prohibited from operating any satellite laundries in other areas of their institution, unless requested by the Warden and approved by the Deputy Commissioner of Operations.
- C. Wardens shall establish institutional procedures detailing how laundry is picked up, marked, laundered, and returned to the inmate population.
- D. Work release inmates will pay for their laundry to be laundered.
- E. All state issued outer clothing shall be marked with appropriate ADOC markings.
- F. Wardens shall establish institutional procedures detailing necessary steps to be taken when inmates' clothing and linens are to be stored.
  - 1. Each year state issued coats shall be collected from the population and stored during the months of April 16<sup>th</sup> through October 14<sup>th</sup>.
  - 2. Each year all state blankets shall be collected from the population and stored during the months of April 16<sup>th</sup> through October 14<sup>th</sup>.
- G. Clothing should be thoroughly laundered before storage or before reissue.

**VI. DISPOSITION**

There are no forms used in this regulation therefore no disposition instructions are needed.

**VII. FORMS**

There are no forms prescribed in this regulation.

**VIII. SUPERCEDES**

This regulation is a new regulation and does not supercede any other regulation at this time.

**IX. PERFORMANCE**

- A. Code of Alabama, 1975, Section 14-1-1
- B. ACA Standards: 4-4319, 4-4320, and 4-431

  
Donal Campbell, Commissioner